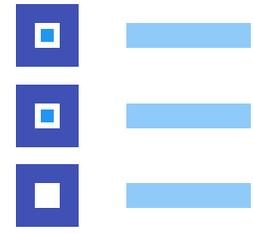


Performance Improvement Plan Checklist



Performance Improvement Plan Development	
<input type="checkbox"/>	Detail Area(s) for Improvement, which may relate to individual or departmental goals, job behaviors or competencies
<input type="checkbox"/>	Write Specific, Measurable, Achievable, Relevant & Time Sensitive Improvement Goals
<input type="checkbox"/>	Provide action steps to help employee achieve stated improvement goals
<input type="checkbox"/>	Provide tools, resources, training and support to help employee achieve stated improvement goals
Duration & Discussion	
<input type="checkbox"/>	Determine the appropriate length of time for the PIP (30,60,90 days)
<input type="checkbox"/>	After discussing the PIP with the employee, encourage them to document comments and feedback
<input type="checkbox"/>	Ensure that you and the employee both sign the Performance Improvement Plan at the close of the PIP development and discussion meeting
Follow-up & Follow-thru	
<input type="checkbox"/>	Plan review dates by developing a schedule to meet with the employee to review progress towards stated improvement goals
<input type="checkbox"/>	Complete the PIP accountability tracker every time you and the employee meet to discuss progress toward the outcome
Final Review	
<input type="checkbox"/>	At the conclusion of the plan, review the employee's performance toward the outcomes, and determine whether the outcomes were successfully met or unmet.

A Performance Improvement Plan (PIP) is intended to be implemented for employees who are not meeting performance expectations. The purpose of a PIP is to outline areas for improvement and state clear expectations for employees who require significant improvement in job performance. A PIP may be commenced at any time during the evaluation cycle.

Please consult with your agency Employee Relations and Human Resources prior to implementing a Performance Improvement Plan.